

## APPENDIX E

### CRANE ARMY AMMUNITION ACTIVITY REASONABLE SUSPICION DRUG TESTING

1. A reasonable suspicion drug test may be authorized when management and/or security has a reasonable suspicion that any person on this installation or remote properties is using/possesses illegal drugs. This belief must be based on specific, objective facts and reasonable inferences drawn from these facts.

a. Reasonable suspicion testing may be based upon, among other things:

(1) Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.

(2) A pattern of abnormal conduct or erratic behavior.

(3) Information provided either by reliable and credible sources or independently corroborated.

(4) Newly discovered evidence that the employee has tampered with a previous drug test.

b. Although reasonable suspicion testing does not require certainty, mere "hunches" or "rumors" are not sufficient to meet this standard. Probable cause to authorize a test exists only if there is a reasonable belief, based upon facts, that an employee is using drugs illegally.

c. Off duty: Drug related charges alone are insufficient to warrant reasonable suspicion testing. Except in cases where there is agreement between the Commander and the Union President, only convictions of drug-related crimes rendered by judicial systems will be used to support reasonable suspicion for testing of an employee.

## APPENDIX E (Cont'd)

### 2. Authorization of Reasonable Suspicion

a. The person(s) reporting an observation, behavior or evidence in a reasonable suspicion will go to the first line supervisor. Should there be no first line supervisor to notify, the Director will be notified.

b. If there is an immediate danger, the Security Department and/or the Safety Department should be asked for technical assistance and documentation.

c. Once the first line supervisor notifies his director, through the normal chain of command, the director will request that the Impairment Management Team be convened. The implicated employee will be able to meet with the Team in order to explain his/her situation. Prior to a meeting with the implicated employee, the employee must be advised that he/she has the right to union representation prior to and during the meeting. The team will normally consist of the Executive Officer who will manage the team, Security Officer, union representative and employee's immediate supervisor. A Director will be appointed to manage the team when the Executive Officer is unavailable and a member of the Safety Office will act as alternate in the Security Officer's absence. Representatives from CAAA's CPAC, security, health or legal offices will be requested to augment or provide assistance to the team, as needed.

d. If the person is a contractor, visitor, or delivery person, the Security Officer will take official action including being banned from this installation and remote properties.

3. Types of Drugs. In addition to testing for cocaine, marijuana, amphetamines, opiates, and PCP, activities and commands performing reasonable suspicion testing are authorized to include any drug on Schedules I and II of the CSA provided in CPI 792.3. The drug or drugs for which the employee is being tested must be stated on the Urine Sample Custody Document.

## APPENDIX E (Cont'd)

4. Documentation. The Impairment Management Team will detail, in writing, the circumstances which warranted the test. At a minimum, the report will include the appropriate dates and times of reported drug-related incidents, reliable and/or credible sources of information, reasons leading to the test, the higher level concurrence, findings of the test and any action taken. The team manager will forward the signed report to the CAAA Alcohol Drug Control Officer (ADCO) who will notify the affected Director of the decision of the Impairment Management Team.

5. Scheduling. If a drug test is recommended by the Impairment Management Team, the CAAA ADCO will arrange for the collection to be conducted on the same day the test was approved by management, if possible, but no later than 24 hours after the event which caused the determination. (In some cases, as soon as management becomes aware of the event or behavior.) This may be conducted without regard to the employee's regular work shift. Overtime pay or compensatory time will be provided as needed.

6. Notification.

a. The Impairment Management Team will notify the CAAA ADCO of the team's decision concerning the accident/unsafe practice.

b. The ADCO will notify the director of the Impairment Management Team's decision and, if applicable, that an emergency collection procedure has been initiated. The CAAA ADCO will provide the estimated time and location of the collection and any necessary information to be conveyed to the employee.

c. After the CAAA ADCO confirms the time and location, the supervisor or management official will notify the employee of the test and issue the specific written notice that he or she is being tested because of reasonable suspicion. A sample of such a notice is included as Appendix I of NSW Instruction 5355.1.

## APPENDIX E (Cont'd)

d. The employee will be informed of the exact time and location of the test, directed to take an appropriate photo identification, and escorted to the test site by the supervisor or other management official.

7. Standard Collection Procedures. Observed collection testing will only be done when there is sufficient reason to believe the employee will tamper, adulterate or substitute the sample.